

WD Announcement: Managers New “Time Off” App Go Live

WD Announcement Title: Manager Time Off Resources

WD Announcement Rule: (All Manager Roles – Exclude OJD, LEG and ODOT)

Target Post Date: May 31 – June 13, 2025

The DAS Workday team is excited to announce the new “Time Off” app is live. Please refer to the Time Off App Resources and My Team’s Time and Time Off Help Articles below to become familiar with the new “Time Off” app and changes associated with time off requests, review and approval of time off for your direct reports:

- **New Time Off App Resources for Employees**
 - [https://wd5.myworkday.com/oregon/email-universal/inst/257555\\$1960/rel-task/2998\\$40834.html](https://wd5.myworkday.com/oregon/email-universal/inst/257555$1960/rel-task/2998$40834.html)
- **New Time Off App Resources for Managers**
 - [https://wd5.myworkday.com/oregon/email-universal/inst/257555\\$1970/rel-task/2998\\$40834.html](https://wd5.myworkday.com/oregon/email-universal/inst/257555$1970/rel-task/2998$40834.html)
- **Workday Payroll and Time Tracking Employee Resource Guide**
 - [https://wd5.myworkday.com/oregon/email-universal/inst/257555\\$1612/rel-task/2998\\$40834.html](https://wd5.myworkday.com/oregon/email-universal/inst/257555$1612/rel-task/2998$40834.html)
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